



## DEPARTMENT OF MANAGED HEALTH CARE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF MANAGED HEALTH CARE	<b>RELEASE DATE:</b>	Monday, January 27, 2014
<b>POSITION TITLE:</b>	Deputy Director, Office of Financial Review	<b>FINAL FILING DATE:</b>	Friday, February 21, 2014
<b>CEA LEVEL:</b>	CEA B	<b>EXTENDED FINAL FILING DATE:</b>	Friday, March 21, 2014
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$10,237.00 / Month	<b>BULLETIN ID:</b>	01272014_2

### POSITION DESCRIPTION

Under the general direction of the Director and Chief Deputy Director, Department of Managed Health Care, the incumbent serves as the Deputy Director, Office of Financial Review (OFR) and is responsible for managing and directing the statewide activities of the OFR. As a key member of the Department of Managed Health Care's executive management team, the incumbent is charged with ensuring that all California managed care health plans and their contracted risk-bearing organizations are in compliance with all solvency requirements and meet specific standards for financial viability, claims payment timeliness and medical loss ratio. The incumbent is also responsible for identifying trends that may affect the continued financial viability of both commercial and governmental health plans and spot indicators affecting the plan's ability to maintain its health care service delivery network. The incumbent is also responsible for the Financial Solvency Standards Board (FSSB); serves as a subject matter expert to the FSSB; is responsible for all the planning and organizing necessary for the FSSB to carry out its legislative mandate of developing and recommending financial solvency requirements and standards for the managed health care industry governed by the laws administered by the Department; and advises the Director and Chief Deputy Director on financial solvency issues and their impact on California's health care delivery system.

Duties include and are not limited to:

Manages and directs all activities of the office, including overseeing the development and implementation of policies with statewide impact and procedures to ensure compliance with standards of financial integrity, stability, viability, and health care delivery programs; sets broad strategic priorities and objectives for program completion, examines in-depth, and revises as necessary, policies and procedures utilized by the program, reviews program evaluation reports,

legislative reports, privileged legal correspondence, and proposed regulations having significant policy impact; identifies opportunities for program improvements, recommends changes and approves reports and proposals; consults with the Director and the executive management team regarding the implementation of proposed or pending legislation and regulation, budget items, and other policy actions with potential impact to the program and other departmental policies and/or operations; delegates development and implementation of specific policies, procedures and priorities for the efficient administration of the various functions under the OFR through subordinate managers and supervisors.

Manages and directs the activities of the Financial Solvency Standards Board; functions as a subject matter expert in financial oversight of health plans and provider organizations; analyzes the impact of solvency standards on the industry and enrollees and makes presentations to the FSSB; surveys industry financial solvency practices and policies; prepares reports for the FSSB; researches and reviews actuarial studies of health care delivery systems; analyzes recommendations made by the FSSB and advises the Director and Chief Deputy Director on developing and implemented financial solvency policies with statewide impact; monitors and reports on the implementation and results of adopted solvency standards and requirements.

Manages, plans and directs, through subordinate managerial staff, the activities of professional staff including auditors, examiners, and actuaries in the Division of Financial Oversight, the Division of Provider Solvency and Support and the Division of Premium Rate Review. Oversees administrative support activities related to staffing, external vendor contracts and grants, and budget preparation and analysis. Monitors health care service plan and risk-bearing organization financial statement filings to identify and address emerging financial solvency issues. Issues public reports. When necessary reviews, approves and monitors corrective action plans.

Represents the DMHC before other State, local or federal governmental agencies and health care industry associations in matters relating to OFR and maintains positive working relationships with stakeholders interested in OFR activities.

Provides special assistance to the Director and/or Chief Deputy Director and other programs, as needed, on issues considered out-of-the-ordinary or highly controversial or sensitive.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

### **Or II**

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

### **Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

**DESIRABLE QUALIFICATION(S)**

1. Knowledge of the Knox-Keene Health Care Service Plan Act of 1975 as it relates to health plan examinations and financial solvency

2. Knowledge of the principles and practices of financial auditing/examinations
3. Ability to communicate effectively, both orally and in writing, with various high level stakeholders including health plan leadership, patient advocacy groups, the Governor's Office and the Legislature
4. Ability to develop, monitor, and deliver long and short-range goals and objectives in support of a complex and significant program
5. Ability to achieve and maintain positive and productive working relationships with a variety of individuals regardless of the circumstances
6. Experience with the formulation and implementation of policies, procedures, and best practices for financial auditing/examinations and the delivery of timely reports
7. Experience with the development and implementation of corrective action plans to address anticipated or actual financial deficiencies
8. Experience at a leadership level that demonstrates personal integrity, flexibility, effective risk management and sound judgment relative to a statewide or significant program
9. Experience managing a large, multi-disciplinary workforce comprised of professional and technical staff
10. Experience with personnel management and supervision which demonstrates the ability to plan, organize, direct and motivate staff to achieve stated expectations, goals, and objectives.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Office of Financial Review**, with the **DEPARTMENT OF MANAGED HEALTH CARE**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

Those who have already applied for this examination do NOT need to resubmit an application as these applications are pending review. This examination will consist of an applicant screening process conducted by a designated screening committee. The screening committee will compare each candidate's STATEMENT OF QUALIFICATIONS against a predetermined job-related evaluation criteria developed from the Minimum Qualifications and Desirable Qualifications included within this examination bulletin. Therefore, it is imperative that applicants complete their application thoroughly and include specific details within their STATEMENT OF QUALIFICATIONS that address the minimum qualifications and the desirable qualifications of this position. Information contained with the application and resume may also be considered by the screening committee.

Those candidates determined to be the most qualified will have their application materials submitted to the Director and Chief Deputy Director (or designee) for further consideration.

The STATEMENT OF QUALIFICATIONS must be no longer than three pages and may not use a type font smaller than 12pt. APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

**FILING INSTRUCTIONS**

emailed applications will not be accepted.

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

DEPARTMENT OF MANAGED HEALTH CARE, Human Resources/Examination Unit  
980 9th Street, Suite 500, Sacramento, CA 95814  
Krishna Rodriguez | (916) 324-8600 | [Krishna.Rodriguez@dmhc.ca.gov](mailto:Krishna.Rodriguez@dmhc.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF MANAGED HEALTH CARE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)